

GENERAL AND REVENUE SECRETARIAT.

1914-15
(Municipal)

File No. 69-14

Serial Nos. 9413

✓
Preser

Papers Filed.

Month August 1914

SUBJECT

Rules defining the duties to be delegated to the
Secretary of the Davangere Municipal Council

PREVIOUS REFERENCES

LATER REFERENCES

1914

GENERAL AND REVENUE SECRETARIAT

(Munf)

NOTES

File No

69
14

FILE HEADING

Rules and Bye-laws under the Mysore Muni Regulation

From

The Comm. Municipal Board.

No

69

Dated

3 8 1914

Received

6 8 1914

Diary No 1208

Enclos

1

Spare Copies

Serial No

79

BRIEF ABSTRACT OF LETTER

P Submits, as called for in para 2 of GP No 13249 50
 ml 216-13-2 & 29 6 1914, draft rules defining the duties to
 be delegated to the Secretary framed by the Bangalore Muni
 under sec 46 (b) (ii) of the Mysore Muni Regn.

NOTES AND ORDERS

The draft rules in question are based
 on Govt Model Rules 87 to 90 & 102. The chief
 modifications made are noted below with remarks.

(1) Draft Rule 1 } The former has 'The President or
 or 87 } Vice-President' for 'his controlling officer'

vide notes
 - infra

NOTES—First Sheet

Serial
N

on the ~~fact~~ ⁷ ~~fact~~. It does not appear to be necessary to mention both the President & the Vice President. 'Or Vice President' may be omitted -

vide note

ii) Draft Rule 2 } This rule does not relate
orr 88 } to the duties of the
This may be expunged.

iii) Draft Rule 3 } Here again Vice-President
orr 89 } need not be referred to -

The model rules says that the Secretary shall be the head of the Stipendiary but under the draft rule the Secy shall be in charge of only such Ests as ~~he~~ may be placed under him. In the circumstances 'and for bringing to the notice x x x under their control' in the draft rule being ~~exhaustive~~ may be expunged.

(iv) Draft Rule 4(9) } orr's rule has been modified
orr 90(9) } The draft only refers to accounts relating to Octroi -

(v) orr 90(12) This has been omitted as being unnecessary.

Accounts not only
octroi but of other
muni offices as
no alteration as yet

G R S 12]

General and Revenue
Secretariat

ml File No. 69 of 1914.

Serial
Nodir ~~to~~

2

Dr rule⁴(11) When the entire case
or 90/14) is not placed under
the Secretary, or when
he does not deal with
the entire correspondence
it is not clear how
he will be able to
lay before the several
Committees the cases
requiring their con-
sideration.

(vii) Draft rule⁴(14) to (16). New.

(viii) Draft Rule 5 } The ord's rule has
or 102 } 'the controlling officer'
whereas 'President or
Vice-President' have
been substituted in
the draft. 'Or Vice Pres'
may be omitted

(ix) Draft Rule 5(2) } There appears to
or 102 (2) } be no good reason
for omitting 'as
frequently as is com-
patible with thoroughness'
after 'inspection' in the
draft.

(x) Draft Rule 5(4) & (5) } 'monthly' in the form
or 102 (4) & (5) }

vide note infra

over no matter

NOTE—Contn sheet

12
4
Ml File No 69 of 1914.Serial
No

Does not matter

in para (4) & 'quarterly'
in para (5) after 'test'
have been omitted in
the draft

Yes ✓

Enter 'once a week' after
Vice President -(XI) Draft Rule 5(6) } 'and' may be substituted
or 102 (7) } for 'or' in the before
remarks in the draft

(XII) Or 102 (6) This has been omitted.

AMK 70

10 8 1914

B.C.

12/8
2 If the proposed rules, the 1st two ~~should~~
be of a general character, as suggested by
Cott's book3 They will apply to the Secretaries
as well as to all other Shipwrecking officers4 Further it is not desirable
that both the President & the Vice President
should have power to prescribe in writing
the duties of the several members of the Staff
The President may alone have this power,
and the Vice President given power to
^{subordinate}
~~issue orders~~ under Rule 25. Rule 1 may therefore be amended
as indicated in pencil, in the Paper
under Department -

Rule 1

G. R. S 12]

General and Revenue
Secretariat

M File No. 69 of 1914.

	Serial No	
Rule 2.	6	In this Rule, not only should the Vice President be empowered to issue subsidiary instructions, but also the Secretary who is to be head of the Munl Shpendary (please vide Govt's Rule. 88) the words 'or the Secretary' was inserted after 'or Vice President'.
<u>3</u>	7	It is from Rule 3 that the rules relating to the Munl Secretary begin.
	8	The Munl Council propose that the Munl Secretary shall be in charge of only such portion of the Munl Establishment as the President or V. P assigns them in writing.
		§ (I) It is submitted that to fully employ the Munl Secy, ~~and to be able to~~ the entire staff should be placed under him. Further he cannot be held responsible for all the accounts, registers & correspondence of the Munl Council, as is proposed to be done in Rule 4, unless he is recognised as the Head of the entire staff.
Rule 5.		(II) With this alteration, the rule may be approved.
	9.	In this Rule, ^{also} it appears inadvisable to give both the President and the V. P power to prescribe the out-door duties of the

NOTE—Contn sheet.

Serial
No

The words 'or the Vice President' being
be omitted

The Vice President has, of course,
powers under Rule 2 Supra to issue subsidiary
instructions to the Secretary
10 If approved, a draft concerning with these
alterations will be put up
D. L. C. Am
18/8

11 I agree the President
being present in the Sp. C. C.
always ensure the necessary control
& too much subordination to the
Vice-President will probably defeat
the purpose of the arrangement

12: Draft Rules ^{to}
1914 Am
18/8

13. Draft order is ordered
Am 19/8

18 8 1914
14 D. L. C.

Am
18/8

15 Draft may be appd

2nd meeting

19/10/14 Am

16 approved

20/8 well

21/6

17 Issued
21/8

G R S 12]

General and Revenue
Secretariat

File No.

of 1914

Serial
No

13

12087
ml 69
To H. Comr, Chutaloring Dist.
G.P. No 2103 & 26 & 1914
Sanctions with certain amend
ments, the draft rules in question.

W/H 1c
1914
From The Deputy Commissioner
Chitaldrug District

To The Secretary to the Govt of
H H the Maharaja of Mysore
Genl & Rev Departments

Dated } Bangalore
Despatched 4th } August 1914
Received

General No. 69
No

Enclosure No 1

Submitting for orders, the
draft-rules defining the duties,
to be delegated to the Secretary
and framed by the Municipal
Council of Davangere &c—

2069/-
1
Office of the Deputy Commissioner,
Chitaldrug District.

Dated Chitaldrug, 3rd August 1914.
4th

From

V.R. Thyagaraja Iyer Esquire M. A.,

Deputy Commissioner

Chitaldrug

D 1208

2nd 69-14

To

D.M. Narasinga Rao Esquire B.A., B.L.,

Offg: Secretary to the Government

His Highness the Maharaja Of Mysore,

General and Revenue Departments,

B a n g a l o r e.

S i r,

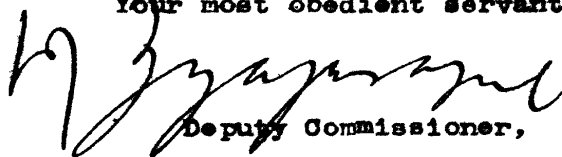
Adverting to para 2 of Government order No. 13249-50/
Ml.216-13 dated 29th June-1914, I have the honor to submit herewith
for orders the draft rules defining the duties to be delegated to
the Secretary and framed by the Municipal Council of Davangere.
These have been mostly taken from the Bombay rules on the subject.

2. A separate communication will be made regarding the
nomination to the Secretaryship.

I have the honor to be,

S i r,

Your most obedient servant,



Deputy Commissioner,
Chitaldrug District.

14

GRS 28]

re delegation of duties to the
Secretary to the Davangere M.C.C.

please type
2 copies of the
b.f. into HX
22/8/14

File No 69
14
Serial No 13

Diary No of letter replied to 1208

GENERAL AND REVENUE
SECRETARIAT
(Mumf)

Proceedings of the Government of His Highness
the Maharaja of Mysore

, the

191

Date of issue 26/8/14

Signed by M A V Ram

RFAD—

G P No 13249-50 Ml 216-132
by the 29th June 1914 sanctioning
the appointment of a Secretary on
Rs 70/ a month to the Davangere
Municipal Council and calling for draft
ORDER THEREON No
rules defining the duties to be
delegated to the Secretary.

2 Letter No 69 of the 4th
August 1914 from the Dy Commr,
Chitaldroog District, submitting
over the

SUBJECT

3
Draft rules framed by the Davangere
Municipal Council under Sec 46(b)(ii)
of the Mysore Municipal Regulation.

Order thereon NO 2103
mt 69-14-13 dt 26/8/14

The rules received with the
above are sanctioned with the
following amendments

(i) ~~Rules 1 & 2~~ - These ¹⁺² two Rules are ~~as~~
^{so as to extend the scope}
modified as to be of a general character

(ii) ~~Character~~ - It is ^{sufficient to state} desirable that
the President ^{shall} ~~may~~ ^{with the} alone have power
to prescribe or prescribe the duties
of the several members of the Staff
the words 'or the Vice President' in
Rules 1 and 5 are deleted. The
Vice-President shall ^{however} have power
~~under Rule 2~~ to issue subsidiary
instructions. ~~under~~ Rule 2 ~~shall~~ provides for this, and
is modified ^{so as to} ~~by giving~~ ^{giving} a ~~that~~ similar
power to the Secretary as well

(iii) Rule 3 It is necessary
^{to give} that the Secretary ^{full power} should be
recognized as the ^{can take over} ~~head~~ of the entire

G R S 27]

GENERAL AND REVENUE
SECRETARIAT

(Continuation sheet draft form)

48
entire Sundry Staff
of the Municipality,
the rule is modified
suitably
accordingly.

(iv) Rule 5 (b) ^{terms} 'once a week'
are added after 'Vice-President'
and the word 'and' is substi-
tuted for 'or'

2. A copy of the rules as
^{approved}
~~sanctioned~~ by Govt is appended.
These rules should be ~~sent~~
printed early and a dozen
spare copies thereof in English
and 5 copies in Kannada
submitted for record in
the Secretariat.

ms
20/8

AM 70 ^{Don} 12/8/14
18 8/14
12/14

To

The Dy Comm, Chitaldurg &
with the Sanction

Encl to ml 69-14-9

15

Proceedings of the Special meeting of Davangere Municipal Council held in Memorial Hall on the 13th July 1914.

P. President - R. Nanaswamy Rao Esquire,
Assistant Commissioner

P. Vice-President - Mr. K. Vedanta Iyengar,
Amildar.

Present

Ex-Officio members.

Absent.

1. The Sub-Registrar.

1. The Medical Officer

2. The D.P.W. Sub Division officer.

Non-Official members

1. Mr. M. Sahgappa.

1. Mr. M. Basappa.

2. " T. Brahmappa.

2. " C. Sivarama Chetty.

3. " R. Hassanriya Sab.

3. " S. Nagappa

4. " Y.h.Ranga Rao.

5. " H. Shadaksharappa.

6. " R. Virupanna

7. " B. Onkarappa.

I. Read memo No. 28 dated the 4th July 1914 from the Deputy Commissioner, forwarding copy of the Government order No. 13249-50/11.216-13 dated 29th June 1914 sanctioning a Secretary to the Municipal Council on Rs 70/- a month and requesting to frame bye-laws re- the delegation of duties to the Secretary under section 46 (b) (ii) of the Municipal Regulation.

Rules re the delegation of duties to the Secretary framed by the Davangere Municipal Council under Section 46 (b) (ii) of the Mysore Municipal Regulation and sanctioned by Govt in their Res No 2163 ml 69-44-13 D 26 S 9/14.

Resolution - ~~The following draft bye laws framed and passed by the Municipal Council~~

President or Vice-President to prescribe the duties of the staff

Rule 1 The particular duties of ^{each} the Municipal stipendiary officer

shall from time to time be prescribed in writing by the President or Vice-President.

shall from time to time be prescribed in writing by the President or Vice-President.

Rule 2. Every Municipal Officer and servant shall perform such duties as may from time to time be assigned by the President or Vice-President ^{by the Secretary} and exercise of the powers conferred by the Regulation or these rules *passed thereunder*

Duties of Secretary.

Rule 3. Subject to the supervision and control vested in the President or Vice-President under Sections 24 & 25 of the Municipal Regulation respectively, the Secretary shall be in charge of ~~(such as)~~ ^{the} ~~the Municipal Establishment (as the President or the Vice-President may from time to time assign to him in writing)~~ ^{the Municipal Establishment} and be responsible for the efficient discharge of its duties ^{and} for bringing to the notice of the President or Vice-President the shortcomings of any other officer or servants under their control.

Rule 4. It shall be the duty of the Secretary (1) to arrange for and closely supervise the writing and registration of correspondence (2) to keep minutes of proceedings of the Municipal Council (3) to have prepared and certify to the correctness of all periodical accounts, returns &c and to see that all registers are kept written up-to-date. (4) to furnish all such information obtainable from the files and records, as may from time to time be required, by any Councillor or Municipal Officer (5) to supervise the keeping of accounts and records, the collection of the Revenue, ^{the} expenditure and all works in hand, (6) to bring to the notice of ^{the} Vice-President all cases of neglect, illegality, breach of rules and disobedience on the part of subordinates or of contractors (7) to bring to the notice of ^{the} Vice-President all cases in which repairs, improvements, new works and other measures appear desirable and all encroachments nuisances and breaches of the Municipal Regulation, Rules, Bye-laws, and Standing Orders. (8) to watch over all the Municipal property. (9) to arrange for the accounts, registers &c to be kept at the Municipal Office, and other Offices as per instructions laid down in the Municipal Account ^{book} annual of 1914, ^{to be} punctually written up day by day; (10) to examine every claim against the Municipal ^{Council} ~~as to the~~

4

correctness, as to the existence of a budget provision for the same and of due authority from the Municipality ^{Council} for the charge, and before the payment of every claim, to bring to the notice of the Vice-President all papers, vouchers and completion certificates and all facts necessary to enable him to establish the correctness of such claim; (11) to have abstract accounts of receipts and expenditure prepared every month in such form as ^{the} President may prescribe to lay it before the Council at their first meeting in the month subsequent to which it relates; (12) to have an annual abstract of accounts similarly prepared as soon as the Official year ends and lay before the Municipal Council at their next meeting; (13) to lay before each Committee cases requiring their consideration together with all previous correspondence and papers connected with the subjects (14) to examine daily the Muster rolls of the several establishments working under the Sanitary Inspector, (15) ~~to examine~~ to examine the articles liable to Octroi and require information about them and supervise the stamping of cloth and see that the duty and warehouse rent are properly collected and remitted to the Treasury in due time by the Octroi Mutsaddy and the Registers Etc., properly maintained and written up, (16) to examine the register of carts maintained by the Octroi Mutsaddy and attend to the numbering of carts

Secretary's out-door duties

102. Rule 5. The Secretary shall perform such out-door duty as ^{the} President ~~(or Vice-President)~~ may from time to time prescribe by orders under rule 1 above.

Such orders shall provide for -

- (1) The complete inspection of all Municipal immovable property with a view to its maintenance in good order and to watching the working of rules and bye-laws in respect thereof,
- (2) the periodical inspection of every public street and place, with a view to the removal of obstructions and encroachments and to the maintenance of streets, drains, latrines, dustbins etc in good repair;

- (3) the periodical inspection of all streets and buildings in
(3) respect of which action under any of ^{the} sections 90 to 98 inclusive
of the Municipal Regulation is being or is to be taken, (4) a test
(4) inspection of some of the places in respect of which orders under
) any other section have been issued, with a view to see that orders
are duly carried out; (5) a test inspection of some of premises in
(5) respect of which the Municipality ^{Council} have issued licenses, with a view
(6) to seeing that the terms of the licenses are duly fulfilled; (6) a
(7) clear daily record of the result of such inspections in a special
book called the Secretary's Inspection Book, to be submitted to the
Vice President ~~for~~ ^{and} perusal ~~and~~ remarks.

(Sd) K. Vedanthan Iyengar,
Vice President

(Sd) R. Hanaswami Rao,
P R E S I D E N T

1937
"COPY"
Deputy Commissioner,
Chitaldrug District.
Ry

AK70
18 8/9/14

for Secretary to Govt,
Genl & Rev Dept.

CHITALDRUG DISTRICT

Rules regarding the delegation of duties to the Secretary, framed by the Davangere Municipal Council under Section 46 (b) (u) of the Mysore Municipal Regulation and sanctioned by Government in their Proceedings No 2103—M1 69-14 13, dated the 26th August 1914

PRESIDENT TO PRESCRIBE THE DUTIES OF THE STAFF IN WRITING

- Rule 1 The particular duties of each Municipal stipendiary officer over and above what are prescribed by rules framed in this behalf shall, from time to time, be prescribed in writing by the President
- Rule 2 Every Municipal Officer and servant shall perform such duties as may from time to time be assigned by the President or Vice-President or the Secretary in the exercise of the powers conferred by the Regulation or the rules framed thereunder

Duties of Secretary

- Rule 3 Subject to the supervision and control vested in the President or Vice President under Sections 24 and 25 of the Municipal Regulation respectively, the Secretary shall be in charge of the entire Municipal stipendiary establishment and be responsible for the efficient discharge of its duties
- Rule 4 It shall be the duty of the Secretary
- (1) to arrange for and closely supervise the writing and registration of correspondence,
 - (2) to keep minutes of proceedings of the Municipal Council,
 - (3) to have prepared and certify to the correctness of all periodical accounts, returns, etc., and to see that all registers are kept written up to date
 - (4) to furnish all such information obtainable from the files and record as may from time to time be required by any Councillor or Municipal Officer,
 - (5) to supervise the keeping of accounts and records, the collection of the revenue, the expenditure and all works in hand
 - (6) to bring to the notice of the Vice President all cases of neglect, illegality, breach of rules and disobedience on the part of subordinates or of contractors,
 - (7) to bring to the notice of the Vice President all cases in which repairs, improvements, new works and other measures appear desirable and all encroachments, nuisances and breaches of the Municipal Regulation, Rules, bye-laws and Standing Orders
 - (8) to watch over all the Municipal property,
 - (9) to arrange for the accounts, registers, etc., to be kept at the Municipal Office, and other offices as per instructions laid down in the Municipal Account Manual of 1914, being punctually written up day by day,
 - (10) to examine every claim against the Municipal Council as to its correctness as to the existence of a budget provision for the same and of due authority from the Municipal Council for the charge and before the payment of every claim, to bring to the notice of the Vice President all papers, vouchers and completion certificates and all facts necessary to enable him to establish the correctness of such claim,
 - (11) to have abstract accounts of receipts and expenditure prepared every month in such form as the President may prescribe to lay it before the Council at their first meeting in the month subsequent to which it relates,
 - (12) to have an annual abstract of accounts similarly prepared as soon as the official year ends and laid before the Municipal Council at their next meeting,
 - (13) to lay before each Committee cases requiring their consideration together with all previous correspondence and papers connected with the subject
 - (14) to examine daily the Muster Rolls of the several establishments working under the Sanitary Inspector
 - (15) to examine the articles liable to Octroi and require information about them and supervise the stamping of cloth and see that the duty and warehouse rent are properly collected and remitted to the Treasury in due time by the Octroi Mutsaddi and the Registers, etc properly maintained and written up
 - (16) to examine the register of carts maintained by the Octroi Mutsaddi and attend to

Secretary's out-door duties

Rule 5 The Secretary shall perform such out-door duty as the President may from time to time prescribe by orders under rule 1 above.

Such orders shall provide for —

- (1) The complete inspection of all Municipal immovable property with a view to its maintenance in good order and to watching the working of rules and by laws in respect thereof,
- (2) the periodical inspection of every public street and place, with a view to the removal of obstructions and encroachments and to the maintenance of streets, drains, latrines, dustbins, etc., in good repair
- (3) the periodical inspection of all streets and buildings in respect of which action under any of the Sections 90 to 98 inclusive of the Municipal Regulation being or is to be taken.
- (4) a test inspection of some of the places in respect of which orders under any other section have been issued with a view to see that orders are duly carried out
- (5) a test inspection of some of premises in respect of which the Municipal Council have issued licences, with a view to seeing that the terms of the licences are duly fulfilled,
- (6) a clear daily record of the result of such inspections in a special book called the Secretary's Inspection Book, to be submitted to the Vice-President once a week for perusal and remarks

B BHIMA RAO,

For Offg Deputy Commissioner

